

## 5.9 EMERGENCY PROCEDURES

At Saint Louis University, your safety and security are a top priority. With the cooperation of each and every student, our residence halls/living units will be safe environments for all to enjoy. Evacuation routes, procedures and assembly areas are listed in each residential area, and emergency procedure training takes place each semester. Each student is expected to familiarize themselves with the appropriate evacuation routes of the facility. Students should follow the directions of Housing and Residence Life, Department of Public Safety, or other emergency personnel at all times during an emergency. If you have questions about the Emergency Procedures, please contact the Housing and Residence staff in your building immediately.

In the event of the following emergencies, please follow these instructions. Inform your Residence Hall Coordinator at the beginning of the semester of any disabilities that might keep you from following the emergency instructions. Using the Banner system, please provide your cell phone number for use in case of an emergency.

**Additional campus emergency procedures can be located at:** <https://www.slu.edu/about/safety/campus-emergency.php>.

### Infectious Disease

If you believe you have an infectious disease including (COVID-19 or exposed to COVID-19 symptoms) contact Student Health at (314) 977-2323 (nurse is available on-call after hours by dialing #9). Remain in your space, then follow the directions provided.

### Designated Reassembly Locations

If a building needs to be evacuated (fire alarm, facility related concern) below are the designated assembly sites. Students may not reenter a residential facility unless authorization is given by Housing and Residence Life, Department of Public Safety, or other emergency personnel.

- **Griesedieck Complex** - Simon Rec Center
- **Grand Forest, Marchetti Towers East and West** - Busch Student Center
- **Grand Hall** - Simon Rec Center
- **Reinert Hall** - Busch Student Center
- **Spring Hall** - Georgetown Parking Lot (Simon Rec Center during inclement weather)
- **Demattias, Fusz, and Marguerite Halls and Village Apartments** - Xavier Hall
- **Robert May Hall** - Wool Center
- **Manresa** - Western grassy knoll

### Earthquakes

1. Brace yourself firmly in a doorway or move against an interior wall, kneel or sit with legs drawn into the chest and cover your head with your arms.
2. When shaking stops, exit the building using stairs. **Do not use elevators.**
3. Check on fellow students and/or provide assistance to those needing help, if it is safe to do so.

4. Once outside, move away from the building into an open area, away from buildings and electrical wires.
5. Go to the designated reassembly area.
6. Aftershocks may occur. Remain in your designated reassembly area until told to do otherwise by the proper authorities.

### Elevator Failure

If You Become Trapped

1. Remain calm.
2. Use the emergency elevator phone or alarm button to call for help.
3. Do not attempt to pry open doors.
4. Do not attempt to use the overhead hatch.
5. Emergency assistance will be directed to your location.

If You Believe Someone is Trapped In an Elevator

- Contact the Department of Public Safety at (314) 977-3000.
- Talk to the person(s) inside of the elevator by yelling through the door.
- Remind them to remain calm and assure them that assistance is on the way.

### Fire

1. Familiarize yourself with the fire alarms and locations of evacuation routes or exits and fire extinguishers.
2. Evacuate when a fire alarm sounds.
3. Do not use elevators.
4. Assist others during the evacuation, if it is safe to do so.
5. Go to your designated reassembly area.
6. Call the Department of Public Safety at (314) 977-3000. Remain in your designated reassembly area until told to do otherwise by the proper authorities.

If You Discover a Fire

1. Pull a fire alarm.
2. If the fire is small and you are trained, use the nearest, proper fire extinguisher. **DO NOT ENDANGER YOURSELF OR OTHERS.** If the fire cannot be extinguished, evacuate the building.
3. Contain the fire by closing the doors, if possible.
4. Assist others during the evacuation, if it is safe to do so.
5. Use the building stairs. Do not use elevators.
6. Go to your designated reassembly area and remain there until told to do otherwise by the proper authorities.

### Gunshot Sounds

1. Turn off all lights, televisions, radios, etc. in the room and close the blinds.
2. Lock or barricade the door and wait for help to arrive.
3. Hide where you cannot be seen and stay quiet. Do not huddle together with other people.
4. Call the Department of Public Safety (314) 977-3000 and provide information on the situation, if safe to do so.
5. If you are on the ground floor and can exit the building safely and quickly, do so.

## Hazardous Condition

If you see, smell, or hear something that might be a hazard, call the Department of Public Safety at (314) 977-3000.

## Mental Health

1. If you are facing a life threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000.
2. Consult with an on-call University Counseling Center staff member at (314) 977-TALK (8255).
3. Contact your Resident Advisor or Residence Hall Coordinator.
4. Speak with a Campus Minister.

## Medical Emergency

If facing a life threatening emergency, immediately contact the Department of Public Safety at (314) 977-3000. Student Health can be reached at (314) 977-2323 for a health concern that is not considered an emergency. Be familiar with the location of automated external defibrillators.

## Missing Student

If you have reason to believe that a student who resides in on-campus residential housing is missing, you should immediately notify the Department of Public Safety at (314) 977-3000, contact your Resident Advisor and/or Residence Hall Coordinator. Refer to Section 1.14, Missing Persons Policy, in the Student Handbook for more information.

## Power Outage

1. If a power outage lasts more than a few minutes, go to the first floor.
2. Listen for announcements from the Department of Public Safety or Housing and Residence Life staff and follow their instructions.
3. Help ensure that everyone is aware of the instructions.

## Sharps Containers

Please contact Student Health at (314) 977-2323 for information regarding obtaining and disposal of a sharps container.

## Tornado/Severe Weather

1. Go to a pre-designated shelter area such as a safe room, basement, or the lowest level of the building. If there is no basement, go to the center of an interior room such as a closet, bathroom or interior hallway, away from corners, windows, doors, and outside walls.
2. Put as many walls as possible between you and the outside.
3. Get under a sturdy table or piece of furniture and use your arms to protect your head and neck.
4. Do not open windows.

## Water Leak/Flood

If you discover a water leak/flood, immediately call the Department of Public Safety at (314) 977-3000.

If you are able, shut off the source of the water. Notify a Resident Advisor, Desk Worker or Residence Hall Coordinator.